



## NORTHWEST POWER NORTHWEST VALUES

**Job Title & Series:**

Substation Operator & DC Substation Operator, BB-5407

**Job Announcement Number:**

10016-12-DH

**Hourly Wage Rate:**

BB-5407: \$39.70 per hour – Substation Operator

**Opens:** 05/10/12

**Closes:** 08/10/12

BB-5407: \$42.68 per hour – D.C. Substation Operator

*(Applications must be received by 11:59 p.m. Pacific Time)*

In addition to the wage rate, BPA currently pays a 3.16% differential per hour for each non-overtime hour worked. This differential is separate from other premiums that are paid under the negotiated collective bargaining agreement.

**Anticipated number of positions to be filled:**

More than one (1) position may be filled.

**Location:**

Throughout Oregon and Washington. \*\*

*Please complete attached Geographic Availability form.*

**All Applicants:** Travel assistance to the first post of duty, in accordance with Federal Travel Regulations (FTR), 41 CFR, 301-304.

**Type of Position:** This is a permanent position with a full-time work schedule.

**Benefits:** BPA offers a comprehensive benefits package. <http://www.jobs.bpa.gov/Benefits/>

**ELIGIBILITY:**

All United States citizens are eligible to apply.

BPA is filling this position through the Direct-Hire Authority granted by the U.S. Office of Personnel Management for this occupation. Veteran's Preference does not apply.

*\*1<sup>st</sup> cut-off date for receipt of applications will be 06/01/12. Applications received by the initial cut-off date will receive first consideration. Applications received after this date will be considered only if needed. It is to your advantage to apply early.*

*\*\*If necessary, additional cut-off dates will be established throughout the open period of the announcement. Applications received after the 1<sup>st</sup> cut-off date, 06/01/12, will be processed in the order received depending on the hiring needs of the agency. We strongly encourage you to apply by the 1st cut-off date to maximize your opportunity for consideration.*

*\*\*\* This announcement will be used to fill vacancies at a variety of duty locations; there is NO INTENTION to convey that positions will be filled at all duty locations. The duty location will be determined at selection.*

**ABOUT BPA:**

The Bonneville Power Administration has been powering people and careers for nearly 75 years. We are a non-profit federal agency that provides clean, emissions-free hydroelectricity to the Pacific Northwest and maintains a high voltage transmission system to deliver that electricity. We are a leader in sustainability and environmental stewardship, promoting energy efficiency, renewable wind and hydropower, the smart grid, fish and wildlife protection and initiatives to address climate change. We are a visionary and innovative agency that values diversity and creativity and encourages continuous learning. We are located throughout the Pacific Northwest with opportunities in cities, smaller communities and in the field. You can learn more about BPA at [www.bpa.gov](http://www.bpa.gov).

**JOB SUMMARY & MAJOR DUTIES:**

BPA Substation Operators operate equipment in a high-voltage electrical power transmission system substation. The Substation Operator responds to emergencies, critical system outages, or outage limitations that may require work at night and/or under time restraints. The D.C. Substation Operator is a Substation Operator and the second operator on shift at our Celilo Converter Station is only at The Dalles, OR, which is normally staffed 24 hours a day, 7 days per week. The Substation Operator/D.C. Substation Operator (Substation Operator) works under the general supervision of a Chief Substation Operator in charge of an operating district. Substation Operators perform all duties in accordance with established power system operating procedures, government regulations, BPA safety rules, and the BPA-CPTC Agreement.

The Substation Operator operates the assigned substation using knowledge, skills and judgment. Instructions and guidelines are available for usual situations. The Substation Operator has latitude for independent thought

and decision making in unusual situations. In emergencies, the Substation Operator may assume dispatching or maintenance responsibilities normally made under the jurisdiction of others. Substation Operators are accountable for government owned assigned personal property and, are responsible for the proper care of tools, vehicles, and other work equipment they use. Assigned tasks vary with the type of substation to be operated and may include any of the following tasks and conditions.

- **Operations:** Operate energized high and low voltage electrical power transmission system substations following strict procedures and safety requirements. Check and review station conditions. Review station log book and Substation Operating Manual. Responsible for Control of Entry, Station Security, and safety of others in the station. May be assigned other duties such as Safety Watching and escorting others. Keep System Dispatchers and others informed of all local information pertinent to the operation of the power system. Notify specified BPA personnel and others of power system emergencies. Interact with the public and BPA customers in a business acceptable manner.
- **Inspections:** Check indication and tags on control panel against actual station conditions. Check for adherence to the station voltage schedule, for compliance with prescribed operating limits on lines and equipment (load, voltage, temperature, etc.), and conditions constituting hazards to personnel, property, or equipment. Periodically inspect station, including all components in switchyard, control house, relay houses, and other buildings. Conduct security check of perimeter fences, gates, doors, and windows. Take action to correct abnormal conditions or notify others concerned with the condition.
- **Switching:** Ascertain, plan, and perform any switching scheduled during tour of duty. Plan and perform switching as delegated by system dispatcher. Perform operating functions in accordance with the agency Switching and Clearance Procedures, the Accident Prevention Manual, and the Substation Operating Manual which includes: operating bulletins, substation standing operating orders, station instructions, etc. During loss of communication with control centers, operate a substation in accordance with pre-approved, written orders and instructions. In case of trouble involving possible injury, loss of life, or damage to property, operate substation in accordance with best personal judgment.
- **Communications:** Monitor and operate various communications systems including mobile radios, commercial phone lines, and various BPA communications systems for purposes including voice communications, relaying, and billing.
- **Records and Reports:** Complete files and maintains various records and reports in accordance with instructions. May read, record, and report various meters, instruments, gauges, and billing meters. File, maintain, correct, and as necessary order new substation prints.
- **Instructing:** Lead and instruct others as assigned.
- **Non-electric Plant:** Perform non-electric plant duties such as building and grounds maintenance as assigned.
- **Environmental:** May perform preventive and/or corrective containment and/or cleanup measures to protect the environment. Work both indoors and outdoors under all prevailing weather conditions during the day or night. Work on uneven outdoor surfaces including steep inclines on rocky or gravelled surfaces and unimproved surfaces. Hazards include working around high voltage equipment and machinery with moving parts. The possibility of explosion or fire is ever-present. Be able to wear protective apparel such as respirators when required for worker safety. Work from ladders, platforms, scaffolding, or stairs at heights up to 60 feet. Will occasionally be exposed to high noise levels and/or hazardous substances (such as acids, PCBs, pesticides, asbestos, mercury, solvents, etc.) that could, if appropriate precautions are not followed, pose a health risk. Must comply with all management directed programs such as wearing proper respiratory and safety equipment when handling hazardous substances. Drive 15-20% of the time in all weather conditions.

## QUALIFICATIONS

To be selected, you must demonstrate you possess the required knowledge, skills and abilities during our progressive evaluation determination process. First, we will evaluate your application package to determine the quality and extent of your electrical utility experience, education and/or training gained in an electrical utility, education, and training reflected in your application package.

So that we can determine you fully meet the position qualifications, please include the following as part of your application package:

In your resume and/or cover letter, please describe your experience performing switching and writing switching orders for each of the following:

- (1) a transmission line;
- (2) a power circuit breaker on a main bus or auxiliary bus;
- (3) a transformer; and
- (4) a power transformer bank for a high-voltage power system using station prints, including, one line diagrams, relay schematics, and wiring diagrams.

**NOTE:** Please do not submit copies of switching orders that you have written. If you do not address your experience writing switching orders and performing switching, we will consider you “not qualified.”

**Technical Interview:** The second/final step in our Qualification determination process is the Technical Interview. If you meet the requirements listed, we will invite you to a technical interview, where we will ask you to demonstrate your ability to write a switch order using station prints to clear or bypass the above equipments. The Technical Interview will address the following Job Elements and relevant aspects of substation operations within an electrical transmission utility.

- ELEMENT 1:** ABILITY TO PERFORM THE WORK OF A SUBSTATION OPERATOR WITHOUT MORE THAN NORMAL SUPERVISION. *(SCREEN-OUT Element: Failure to meet this requirement will result in a determination of not qualified and you will not receive further consideration). [This level of ability would be demonstrated at the journeyman level in an electrical transmission utility and include responsibility for: switching, developing switching orders, and operation of electrical utility transmission equipment.]*
- ELEMENT 2:** Knowledge of electrical circuitry and theory as it applies to the electric transmission power system.
- ELEMENT 3:** Knowledge of the purpose and use of electrical transmission power system equipment.
- ELEMENT 4:** Knowledge of electrical transmission power system technical practices.
- ELEMENT 5:** Use of measuring instruments.
- ELEMENT 6:** Ability to interpret instructions, procedures, and circuit diagrams.
- ELEMENT 7:** Knowledge of the safety rules, switching and clearance procedures of a large interconnected power system.

If you pass the technical interview, you will be determined Qualified and refer you to the selecting official for consideration when management is filling an open position in an area you have identified in the Geographic Availability form provided in this announcement.

## KEY REQUIREMENTS

**Selective Placement Factors:** This position has two (2) selective factors which serve as screen-out elements. You must meet both selective factors to receive further consideration.

- 1. Satisfactory Driving Record:** We will immediately disqualify you if you have a poor driving record (per definition of Disqualifying Driving Records below\*). To show you meet the selective placement factor, you must submit a copy of your complete Non-Employment driving abstract, obtained from the Department of Motor Vehicles of the State your driver's license was issued, covering the past 3 years and dated within the last 90 days). Failure to submit your current Non-Employment driving abstract will result in a determination of not qualified and your application will not receive further consideration. If selected, you will be required to maintain a valid state driver's license.

*\*Disqualifying Driving Record:* Within the past three years, any of the following conditions disqualify an applicant for a U.S. Government Motor Vehicle Authorization:

- A. Conviction for operating a motor vehicle under the influence of alcohol or a controlled substance.
- B. Conviction for leaving the scene of an accident without making his or her identity known.
- C. Driver's license suspended, revoked or canceled.
- D. Any recurrent record of auto accidents/incidents, traffic violations, or arrests, which demonstrate that the applicant does not have an adequate sense of responsibility. This may be shown by any of the following:
  - Auto Accidents/Incidents
  - Traffic Arrests
  - Conviction for fleeing or attempting to elude a police officer.
  - Conviction for a felony involving the use of a motor vehicle.
  - Two or more accidents in which the applicant was at fault.
  - Two or more excessive speeding violations (15 miles per hour or more over the posted limit).
  - Four or more moving or traffic violations (including speeding).

**2. Conditions of Employment:** To qualify for a Substation Operators/D.C. Substation Operators positions, you must meet the following conditions. Please indicate, in your application package, whether you WILL or WILL NOT work under such conditions. *If you do not fill out this form completely, we will not consider your application further.*

WILL	WILL NOT	
		Establish a residence in accordance with negotiated requirements that is within one hour or less commuting time under normal weather and road conditions, to the duty station headquarters.
		Provide a means for contact by the Administration.
		Possess within 30 days after appointment, and maintain continuously thereafter, an Electrical Worker's Permit.
		Possess and maintain a valid state driver's license. Traffic citations indicating poor driving habits may disqualify applicants.
		Operate any type of motor vehicles applicable to assigned duties.
		Frequently travel to and work at remote locations (may be alone)
		Obtain certification on the equipment associated with substation operations, if assigned to use or operate.
		Possess within 90 days after appointment, and maintain continuously thereafter, a Standard Clearance certification.
		Possess within one year after appointment, and maintain continuously thereafter, a First Aid Card.
		Change shifts on short notice or continue on duty in the absence of relief.
		If exposed to health hazards, have periodic physical examinations as prescribed by competent medical authority at BPA expense. (Employees will work in close proximity to substances, such as acids, PCBs, pesticides, asbestos, mercury, solvents, etc., which may have effects on health unless prescribed handling procedures are followed.)
		Be able to wear protective apparel such as respirators when required for worker safety.
		As part of the job requirements, and, at the discretion of the District Office, the Substation Operator or D.C. Substation Operator shall be required to apply restricted use pesticides and may be required to obtain a pesticide applicator's license. The Administration shall provide the necessary training for such a license.
		Follow and enforce the safety practices of BPA.
		Subject to call for emergency work at any time.
		May be placed in an available status during off hours subject to negotiated agreement.

**Additional Requirements:**

If selected, you will be required to:

- Successfully pass before entry into the position:
  - Pre-appointment background investigation is required for entry into this position.
  - Physical examination and drug screening, provided at government expense.
- Establish Residence: In accordance with negotiated requirements, that is within one hour or less commuting time under normal weather and road conditions, to the duty station headquarters within one-year of hire.

**Physical Requirements:**

You must be physically and mentally able to efficiently perform the essential duties, with or without reasonable accommodation, without hazard to yourself or others. To perform these duties, you must be able to:

- Perform effectively under stress for extended periods of time while working in hazardous situations.
- Work outside in all weather conditions
- Use good balance to climb and work at various heights up to 60 feet, and underground, on platforms, scaffolding, ladders, stairs and walk on uneven and slippery surfaces next to high-voltage electrical equipment.
- Walk/stand on uneven, slippery surfaces, including steep inclines in all weather conditions. M
- Move rapidly to and from various locations in the switchyard (up to one-quarter mile) several times in succession during the execution of switching operations, up to 4 hours on large-graveled surfaces.
- Lift, carry, raise, lower, position and maneuver tools and equipment, average of 30 lbs up to 120 lbs,
- Raise, lower and maneuver up to 30 lbs using a pole 20 ft or more in length.
- Push/pull up to 75 lbs to operate swing handles or hand crank disconnects in a standing position. Twist/bend/stoop (knees, waist, neck, wrist) to grasp swing handles and hand cranks to raise, lower and

maneuver up to 30 lbs using a pole 20 feet or more in length to change fuses and perform switching operations.

- Wear various levels of PPE (personal protective equipment), and follow strict safety rules to prevent injury or health risks when working in hazardous conditions (around high voltage equipment and machinery with moving parts), around/handling hazardous materials (acids, PCBs, pesticides, asbestos, mercury, solvents, etc.),
- Work in areas with loud noises
- Respond to emergencies, critical system conditions, or outage limitations which may require unexpected and extended overtime, as well as night, holiday or weekend work.
- Clearly communicate with others orally or in writing
- Comprehend and follow written and oral directions (hearing)
- Operate vehicles and equipment safely, and use equipment such as cars, trucks, a variety of power and hand tools and test equipment.
- Use office equipment such as computers, telephones, and copier and fax machines.

## **SECURITY & SUITABILITY**

The sensitivity level of this position is designated as 'Low Risk – Nonsensitive', which requires that the selectee pass a National Agency Check with Inquiries (NACI) personnel investigation and receive a favorable suitability determination. For more information please visit: [http://jobs.bpa.gov/How\\_To\\_Apply/faqs.cfm#18](http://jobs.bpa.gov/How_To_Apply/faqs.cfm#18)

### **APPLICATION PACKAGE CHECKLIST:**

- ☐ Resume, cover letter, and/or other supporting material you choose to submit that fully describe your education and experience. Application must contain sufficient information to determine eligibility for the position.

#### **Applications must include the following information:**

- ☐ Job Announcement number, title, and grade
  - ☐ Full legal name, mailing address, contact telephone number and email address
  - ☐ **Country of citizenship** (SSN or other ID is not requested at this time)
  - ☐ High school attended which includes name of high school and location.
  - ☐ Employment history including unpaid positions with job title, grade (if Federal), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), salary, and hours worked per week. Explain any gaps in employment.
  - ☐ Indication if we may contact your current supervisor.
  - ☐ List of other job-related training, skills, certificates and licenses, recognition, professional memberships, publications, leadership activities, or other relevant information.
  - ☐ Grade level(s) for which you are applying.
- ☐ If you are applying as a reinstatement or status candidate from another Federal agency, please include a copy of your most recent Standard Form (SF)-50, Notification of Personnel Action.
  - ☐ All applicants are encouraged to complete the Ethnicity and Race Identification attached.
  - ☐ **Supporting evidence to meet each of the 2 selective placement factors:**
    - ☐ Copy of your complete Non-Employment driving record dated within the last three months and covering the last 3 years obtained from the Dept. of Motor Vehicles. *(Failure to provide will result in a determination of not qualified and your application will receive no further consideration).*
    - ☐ Your statement of experience gained performing switching and writing detailed step-by-step switch orders in an Electrical Transmission Utility. Do not attach copies of previously written switch orders. *(Failure to submit this information will result in a determination of not qualified and your application will receive no further consideration).*
  - ☐ A Geographic Availability form, included in this announcement, indicating your duty location preferences.
  - ☐ SF-50, if you are a current or reinstatement-eligible federal civilian employee.
  - ☐ All applicants are encouraged to complete the Ethnicity and Race Identification attached.

If your resume or application does not provide all the information requested in the vacancy announcement, you may lose consideration. Material received after the announcement closing date will not be accepted.

## **HOW TO SUBMIT YOUR APPLICATION:**

Applications may be emailed, faxed or mailed. Due to security requirements, we only accept hand-delivered application from individuals who currently have badge access to the building. Applicants are responsible for ensuring materials are transmitted successfully.

- **Via Email:** Application materials may be emailed to [jobs@bpa.gov](mailto:jobs@bpa.gov) with the Job Announcement Number in the subject line. If you send your application through multiple formats, please include your name and the Job Announcement Number on each page.
- **Via Facsimile:** Application materials may be faxed to 503-230-3149
- **Via US Mail:** Application materials may be mailed to Bonneville Power Administration, ATTN: Human Capital Management, NHQ-1, PO Box 3621, Portland, OR 97208-3621.

Applications submitted by fax or e-mail must be time/date stamped or electronically postmarked at point of origin no later than 11:59 pm PT, of the announcement closing date. Materials received after the closing date will not be considered.

### ***After You Apply:***

You will be notified via e-mail of receipt of your application package. This will also explain our process in more detail. Retain a copy of your application as BPA does not return applications or provide copies.

For more information, please refer to: [http://jobs.bpa.gov/How\\_To\\_Apply/whathappens.cfm](http://jobs.bpa.gov/How_To_Apply/whathappens.cfm).

### **ADDITIONAL INFORMATION:**

<b>CAREER TRANSITION ASSISTANCE PROGRAM/ INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (CTAP/ICTAP)</b>	<p>Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. 'Well qualified' for non-status applicants means an applicant who scores 85 points or higher prior to the addition of veteran's preference, if applicable</p> <p>Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. <b><u>Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.</u></b></p> <p>For additional information please refer to <a href="http://www.opm.gov/ctap/">http://www.opm.gov/ctap/</a>.</p> <p>All eligible Office of Civilian Radioactive Waste Management (RW) employees will receive priority placement consideration for any vacancy within DOE under the DOE Internal Transition Assistance Plan (ITAP). RW employees will be considered and selected before any other candidate as long as they are found qualified for the position.</p>
<b>BENEFITS</b>	<p>Information on BPA benefits can be found at: <a href="http://www.jobs.bpa.gov/Benefits/">http://www.jobs.bpa.gov/Benefits/</a></p>
<b>EQUAL EMPLOYMENT OPPORTUNITY</b>	<p>The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.</p>
<b>REASONABLE ACCOMMODATION</b>	<p>Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.</p>
<b>LEGAL AND REGULATORY GUIDANCE</b>	<p><b>Privacy Act</b> - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.</p> <p><b>Signature</b> - Before you are hired, you will be required to certify the accuracy of the information in your application.</p> <p><b>False Statements</b> - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.</p> <p><b>Selective Service</b> - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. You may obtain your Selective Service Number at:  <a href="https://www.sss.gov/RegVer/wfVerification.aspx">https://www.sss.gov/RegVer/wfVerification.aspx</a></p>
<b>FORMS AVAILABILITY</b>	<p>All application materials may be obtained by calling 503-230-3230, or 1-877-975-4272. You may also download a copy of this announcement, including all forms, from our website at <a href="http://www.jobs.bpa.gov">http://www.jobs.bpa.gov</a> .</p>

**GEOGRAPHIC AVAILABILITY FORM**  
**Substation Operator / D.C. Substation Operator**

<b>NAME</b>	<b>ANNOUNCEMENT #</b> 10016-12-DH	<b>DATE:</b>
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Although this announcement is advertised for Multiple Locations, It is **not intended** to convey any implications nor expectations that positions will be filled all at locations. In some case, advertised duty locations may not have a vacancy during the open period of this announcement.

**I am available for work as a Substation Operator at the following locations.**  
**(Check ONLY the locations for which you are available and willing to accept employment).**

<b>OREGON</b> City (Substation Name)	<b>“X” for consideration</b>	<b>WASHINGTON</b> City (Substation Name)	<b>“X” for consideration</b>
<b>ANYWHERE IN OREGON</b>		<b>ANYWHERE IN WASHINGTON</b>	
Albany		Aberdeen	
Arlington		Bremerton (Kitsap)	
Bandon		Bridgeport (Chief Joseph)	
Coquille (Fairview)		Centralia (C.W. Paul)	
Florence (Wendson)		Chehalis	
Gold Beach (Rogue)		Colville	
Goshen (Alvey)		Custer	
Hillsboro (Keeler)		East Wenatchee (Sickler)	
Keizer (Chemawa)		Ellensburg	
La Pine		Grand Coulee	
Malin		Grandview	
North Bend		Kent (Covington)	
Oregon City (Ostrander)		Longview (Maintenance H.Q.)	
Redmond		Newport	
Stayton (Marion)		North Bonneville	
The Dalles (Big Eddy)		Olympia	
The Dalles (Celilo)		Omak	
Umatilla (McNary)		Pasco (Franklin)	
Wilsonville (Pearl)		Port Angeles	
		Richland (Ashe)	
		Rock Island (Columbia)	
		Shelton	
		Snohomish	
		Spokane (Bell)	
		Usk	
		Vancouver	



## **Applicant Source Form**

The Bonneville Power Administration's Human Capital Management office has an ongoing process improvement objective associated with recruitment and outreach strategies. In order for us to assess the effectiveness of our current advertising and Recruitment efforts, please identify how you learned about this job by marking the appropriate box below:

Vacancy Announcement Number <b>10016-12-DH</b>	Position Title, Series, Grade <b>Substation Operator &amp; D.C. Substation Operator, BB-5407-10</b>
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☐ **BPA Website**

☐ **USAJOBS Website**

☐ **Job Board** (Craigslist)

**(please specify):** \_\_\_\_\_

☐ **Industry Website or Event** (TVPPA, Energy Job Network, NWPPA, Utility-Worker.)

**(please specify):** \_\_\_\_\_

☐ **Career Fair** (campus events, community event)

**(please specify):** \_\_\_\_\_

☐ **Other (please specify):** \_\_\_\_\_

U.S. Office of Personnel Management Guide to Personnel Data Standards	<h2 style="text-align: center;">ETHNICITY AND RACE IDENTIFICATION</h2> <p style="text-align: center;">(Please read the Privacy Act Statement and instructions before completing form.)</p>
Name (Last, First, Middle Initial) <div style="background-color: #cccccc; height: 20px; width: 100%;"></div>	
Agency Use Only	
<p><b>Privacy Act Statement</b></p> <p>Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation.</p> <p>This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.</p>	
<p><b>Specific Instructions:</b> The two questions below are designed to identify your ethnicity and race. <b>Regardless of your answer to question 1, go to question 2.</b></p>	
<p><b>Question 1. Are You Hispanic or Latino?</b> (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p><b>Question 2.</b> Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.</p>	
<p style="text-align: center;">RACIAL CATEGORY (Check as many as apply)</p>	<p style="text-align: center;">DEFINITION OF CATEGORY</p>
<p><input type="checkbox"/> American Indian or Alaska Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> White</p>	<p>A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.</p> <p>A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.</p> <p>A person having origins in any of the black racial groups of Africa.</p> <p>A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p>A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</p>

Created from:  
 Standard Form 181  
 Revised August 2005  
 Previous editions not usable  
 42 U.S.C. Section 2000e-16 NSN 7540-01-099-3446